

The FTB Training Plan

Instructions for Supervisors



OVERVIEW

The Field Training Biologist (FTB) Training Plan is for use in planning to meet the training needs of the biologists and environmental specialists who report to you.

As a supervisor, your training responsibilities include:

- Providing orientation for new and transferred employees.
- Assisting employees in the annual development of an individual development plan.
- Approving employee's participation in the training and development activities.
- Creating an environment where employees are encouraged to apply the skills and knowledge acquired from training and development activities to their specific job.
- Following up on the development plan.

INSTRUCTIONS

- 1 Once the Initial Assessment of Employee's Training Needs form has been completed with the employee, the employee will work with FTB Program Coordinators to develop a plan for obtaining the training necessary to address the skills identified as priorities. The plan may be outlined on the phone or in person.
- 2 Employees should strive to fulfill training needs first from within the department, taking advantage of the core curriculum and training modules, mentoring program, structured classes, and funding availability. The FTB Program Coordinators can provide information on the availability of classes as well as on the biologists/specialists who can serve as mentors to develop the new/transferring biologist's skills.
- 3 The completed training plan serves as an agreement between the FTB enrollee, his or her supervisor, and the Office of Training and Development (OTD). OTD will provide, within reason, prioritized training. The supervisor will allow the employee time to attend training. The employee will attend training and apply learned skills to his or her job.

Initial Assessment of Employee's Training Needs

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The Field Training Biologist (FTB) Program has 2 forms to assess the training needs of a new or transferred employee. By assessing needs and designing an individualized training program, the employee can become effective and productive as quickly as possible in a new assignment. In addition, a broader perspective of the Department's responsibilities may be gained.

By reviewing completed forms, supervisors will have a better understanding of an employee's experience and training needs. This will assist both supervisor and employee in developing an appropriate training plan based on the priorities of the assignment.

On the Initial Assessment Form, you will find six lists of work tasks. The first list is labeled "GENERAL SKILLS" and includes tasks which are common to all biological fields. The other five lists are divided into functions: ENVIRONMENTAL SERVICES, FISHERIES MANAGEMENT, MARINE RESOURCES, NATURAL HERITAGE, and WILDLIFE MANAGEMENT.

INSTRUCTIONS

- 1 All employees should complete the GENERAL SKILLS list.
- 2 Select one or more of the other task lists for the employee's job requirements. In general, you should select the task list for the employee's function (e.g., the FISHERIES MANAGEMENT list for fisheries biologists) Fill out as many of the lists as are applicable. For example, the duties of a wildlife biologist may include skills in wildlife management, environmental document review, streambed alteration agreements, mitigation banking and a Natural Communities Conservation Plan. In this case, you could have the employee complete the forms for WILDLIFE MANAGEMENT, ENVIRONMENTAL SERVICES, and NATURAL HERITAGE.
- 3 You may add items which are important to the employee's specific job duties to any of the lists.
- 4 The employee should complete the forms by checking his/her experience in each category. You may wish to discuss some of the items with the employee to gain a better understanding of the level of the employee's knowledge.
- 5 After the employee has completed the forms, you should rank the training priorities based on the employee's experience and the needs of the assignment. Use "H" for High, "M" for Medium, and L for Low.
- 6 The next step is to develop a training plan with the FTB Coordinators. Training should be coordinated closely with the FTB Program Coordinators to take advantage of the core curriculum and training modules, mentoring program, structured classes, and funding availability. The FTB Program Coordinators can provide information on the availability of classes as well as on the biologists/specialists who can serve as mentors to develop the new/transferring biologist's skills.

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